



Memorandum

Office of the Village Administrator

TO: Honorable President Valdez and Village Council
FROM: Darwin D. P. McClary, Interim Village Administrator
DATE: February 22, 2021
RE: **VILLAGE ADMINISTRATOR'S REPORT**

VILLAGE ADMINISTRATOR POSITION

The ad hoc Executive Search Firm Review Committee met last week and selected Walsh Municipal Services, LLC, as the preferred search firm to assist with the recruitment and selection of the new, permanent chief administrative officer. Frank Walsh will be in attendance at tonight's meeting to introduce himself and to answer any questions council may have regarding his proposal. Council will also review the draft amendatory ordinance for the Village Manager position. At your March 8 regular meeting, council will review appropriate changes to the job description.

MITN BID SYSTEM

I have been working with BidNet Direct/MITN to set up the [village's web-based bid solicitation portal](#), including adding a link to the system on our web site for vendors. Village staff will be participating in a two-hour training session on March 3 to become familiar with the system to be able to post the village's bid and price quote solicitations. The training will be conducted online. If any council members are interested in observing how the system works, I welcome the opportunity to have you join us for the training session!

ROTARY CLUB TRAIL PROJECT

Jake Norment of the Rotary Club is working on the preparation of the Michigan Natural Resources Trust Fund grant application to seek funding for the estimated \$280,000 Ellis/Clara Bachmayer parks trail system. Rotary Club will be contributing \$70,000 toward the project. The village's five-year parks and recreation plan supports this project. Mr. Norment will be presenting the conceptual plans to the planning commission on March 1 for review and conceptual approval and will be presenting the project to council at your March 8 regular meeting.

WEB SITE UPDATES

Staff has been working diligently to update the [village's web site](#) to improve public navigation and to refresh and improve content. We have rearranged menus, added new links and content, added the village's new MITN bid system link, and made other changes to improve user experience. This is a work in progress. Please take a moment at your convenience to see the positive changes we've made!

ETHANOL PLANT

DDA/Main Street Director Marks, President Valdez, and I met with representatives from Lenawee Now, and Senator Zorn's office to discuss the future of the ethanol plant. Lenawee Now indicated that previous contact with Valero were not productive in helping to determine future plans for the site. Lenawee Now will try to reach out to Valero again, while Senator Zorn's office will engage US Senators Peters and Stabenow for their assistance.

COALITION ON SAFE AND AFFORDABLE WATER AND SEWAGE

President Valdez, key village staff, and I met with the coalition on February 10 to continue discussions and cooperation regarding the coalition's concerns about the impact of the WWTP upgrades on sewer rates. Both sides are committed to doing everything possible to continue to move the project forward while identifying ways to keep rates affordable for water and sewer customers. I appreciate so much the hard work of the coalition members and my staff on this important matter.

AQUATIC CENTER OPENING PREPARATIONS

I continue to hold regular meetings with staff to work on the aquatic center preparations, including staffing, construction punch list items, bathhouse building preparation, and pumphouse and pool/splash pad preparations. The contract with B&B Pools will be on council's March 8 meeting agenda for consideration for approval. I will also be making recommendations to council in the near future on the reorganization of staffing to provide better oversight and supervision of pool operations.

SCHOOL CROSSING GUARDS

Our school crossing guard has resigned, and we have a vacancy in the backup position. We will be advertising the vacancies to fill these positions.

VILLAGE HALL JANITOR

We have advertised to fill the vacant part-time Village Hall Janitor position, including a [posting on the village's web site](#), and will be completing a first review of applications on March 8, with interviews to follow shortly after. We hope to have the position filled by mid or late March.

GRANT OPPORTUNITIES

USDA Rural Development Agency joined our management team meeting on February 9 to make a presentation to department heads on available grant funding opportunities for police, fire, and public works equipment and facilities. Staff is identifying those planned projects and equipment purchases for which grant funding might be available and will be preparing grant applications. We are also reviewing our street improvement plans to determine if the Michigan Transportation Economic Development Fund (MTEDF) Category B program may be able to assist in funding local street projects. We will continue to seek out grant opportunities to help alleviate the budgetary pressures on the General Fund and other funds of the village.

UPCOMING MEETINGS

- February 24 - Village Administrator After-Hours – 5:00 – 7:00 PM ([by appointment](#))
- February 27 – DDA/Main Street Commerce Committee – 5:30 PM
- March 1 – Planning Commission – 7:00 PM
- March 3 – Village Administrator After-Hours – 5:00 – 7:00 PM ([by appointment](#))
- March 4 – Schultz-Holmes Memorial Library Board – 7:00 PM
- March 8 – Village Council regular meeting – 7:00 PM

CURRENT PROJECT LIST

- Village Administrator Search
- WWTP Upgrades
- Aquatic Center Punch List Items
- Aquatic Center Opening Preparations
- Rotary Trail Project and Grant Application
- MITN Bid System Implementation
- Technology Review (iCompass, BS&A)